

Meeting Minutes of the 201st
Judicial Information Systems Council (JIFFY)
Judicial Information Division (JID)
Thursday, May 17, 2012
9:31-11:20 a.m.

Voting Members present:

Judge Michael Bustamante, Chair
Judge Karen Mitchell, Vice Chair
Judge Richard Knowles
Judge Stan Whitaker
Judge Judith Nakamura
Judge Alan Kirk
Dennis Jontz
Tobie Fouratt
Robert Mead

Voting Members absent:

Judge Duane Castleberry
Judge Camille Martinez-Olguin
Greg Ireland
Jason Jones

Non-Voting Members present:

Chief Justice Petra Jimenez Maes
Artie Pepin
Steve Prisoc

Non-Voting Members absent:

Renee Cascio

Guests present:

Oscar Arevalo (*AOC-Fiscal*)
Lydia Romero (*AOC-Fiscal*)
Judge Sharon Walton (*BCMC*)
Deb Williamson (*BCMC*)
Phil Hedrick (*BCMC*)
Ted Bartz (*13th DC*)
Deborah Dungan (*Supreme Court*)
Dave Torres (*1st DC*)
Kyle Warner (*Tyler Technologies*)
Orlando Ulibarri (*9th DC*)
Deborah Torres-Gutierrez (*2nd DC*)(*via video*)

JID Staff present:

Pat Mente
Jane Davenport
Suzanne Winsor
Marlin Mackey
Helen Miller
Grace Catanach
Shawna Hockandel

I. Approval of Agenda. Judge Michael Bustamante called the meeting to order at 9:31 a.m. and established a quorum. The agenda was accepted as presented.

Judge Bustamante welcomed Judge Stan Whitaker from the Second Judicial District Court to JIFFY.

II. Budget and Revenue

JID Revenue Pipeline. Oscar Arevalo referred to the *JID Revenue Pipeline Report*, which was emailed to JIFFY Members. Pursuant to JIFFY's request of last month, he noted actual revenue amounts received. The average revenue received over the past ten months is

\$283,467/month. If this revenue average holds true, total revenue received for the fiscal year will be approximately \$3.4 million. SCAF has lost approximately \$400,000.

Mr. Arevalo explained the handout entitled *SCAF Collections Through Month of April*, as follows:

- SCAF collections through the month of April for fiscal years 2009-2012.
- The differences between previous fiscal years and a four-year average.
- Motor Vehicle Division revenue is down about \$55,000 from this point last year.
- Magistrate court revenues increased about \$90,000 from this point last year.
- District court revenues are down about \$80,000, which could be an indication of a decline in civil court case filings.
- The Bernalillo County Metropolitan Court (BCMC) revenue is down about \$66,000, which could be a result of a decline in citations.
- Further analysis will be conducted to determine the causes of declining revenues.
- Concern relative to protecting SCAF going forward.

Action Item: Chief Justice Maes asked JIFFY to consider asking the Legislature to move the JID building lease payments and employee salaries out of SCAF and into the General Fund, so SCAF is able to fund Judiciary hardware/software refreshes.

Action Item: Judge Richard Knowles asked Steve Prisoc to compile data to determine if free process is a variable in the decline in civil court case filing revenues and report back to JIFFY.

Mr. Arevalo referred to the document entitled *Fund 01100 (SCAF) All Sources (SCAF Reg, \$10 Civil and Red Light)*. The Administrative Office of the Courts (AOC) received red light camera revenue for two quarters from the City of Santa Fe, and revenues from the Cities of Las Cruces and Rio Rancho. Total red light camera revenue received amounted to \$363,830. The Judiciary received \$59,400 from the civil filing fee revenue.

Mr. Arevalo further reported:

- He adjusted the FY12 projected total from \$3.6 million to \$3.4 million.
- There is a possibility that the red light camera revenue may have to supplement SCAF about \$98,000 when the fiscal year closes.
- Increased revenue to CMS by \$181,000 from the red light camera revenue.
- Red light camera revenue could decrease to \$318,000 for carryover if it supplements the SCAF shortfall of \$98,000 and the CMS shortfall of \$181,000.
- It is necessary that expenditures to SCAF be reduced.
- Increased \$765,000 for the CMS budget next year. However, adjustments could be necessary if revenues come in lower than this projection.
- He will present JIFFY with options to consider next month in terms of whether or not to

- adjust red light camera projections.
- JID may not be able to fund some of the things that it funded in previous years for the courts until Odyssey is fully implemented.
- A Budget Adjustment Request has been submitted to transfer the remaining \$114,000 from the \$200,000 furlough appropriation to SCAF. This transfer will not affect the magistrate court budget.
- Mr. Arevalo concluded his report by commending his staff for all of their hard work.

III. JIFFY Subcommittee Activities

Odyssey Judges User Group. Judge Karen Mitchell reported:

- The Odyssey Judges User Group (OJUG) met this morning.
- Judge Barbara Vigil from the First Judicial District Court (First) presented a document compiled from information that Joey Moya received on retention of original documents. OJUG will discuss the proposal at their next meeting. Judge Mitchell commended Judge Barbara Vigil and Mr. Moya for all of their hard work on this issue. Because the JIFFY E-Documents Committee is also addressing the issue of original documents, she asked for JIFFY's direction in terms of which committee should address the original documents issue.
- The OJUG subcommittee tasked to address the issue of disposition codes in Odyssey is scheduled to meet several times prior to the next OJUG meeting. OJUG agreed to allow the OJUG subcommittee to work without a quorum so long as each court level is represented. The OJUG subcommittee will present their proposal to OJUG next month.
- OJUG continued discussion on appeals to district courts from limited jurisdiction courts. Renee Cascio and Trixi Bubemyre will report back to OJUG if a custom business rule can be created to allow Odyssey to track those cases as well as to reflect those cases online so they are less confusing to the public.

Action Item: *Per Judge Bustamante, OJUG to continue to address the issue of retaining original documents.*

Odyssey Steering Committee. Judge Mitchell reported the following:

- The Odyssey Steering Committee (OSC) met yesterday.
- The biggest concern with the Odyssey risks is scope expansion. The biggest areas of concern are funding for major new projects, unfunded projects becoming mandatory and the impact of expanded projects. This issue will become critical as the Judiciary moves forward because of limited staff and financial resources.
- Another issue discussed related to the loss of Odyssey services, such as the JID Building, the area network, etc. These become less of a risk as the Judiciary continues to expand disaster recovery.
- OSC added the issue of proposed orders and related document integration relative to e-filing. Tyler Technologies (Tyler) is working with the project team to create a separate

- portal to hold orders so they are not held in the email system.
- Judge Sharon Walton of the BCMC is working on a proposal concerning the charge code table that can work on all court levels.
- The electronic citations project is ready to go in Dona Ana County.
- Steve Prisoc added that Chief Justice Maes expressed her wish that the Odyssey project team get a proposed order module in place before implementing e-filing in other courts, and they are considering two possibilities for a proposed order module from Tyler. OSC agreed to recommend to JIFFY that the project team plan to implement e-filing in August in the Fourth Judicial District Court (Fourth) and the Seventh Judicial District Court (Seventh) based upon the proposed order module working in pilot.
- JID Staff will begin prioritizing the parking lot list.
- Upgrade to Odyssey Version 12.
- Marlin Mackey explained the financial audit he performed.
- A meeting with the BCMC, AOC and Tyler is scheduled on May 29th to discuss the BCMC Odyssey project.
- Judicial Education Center grant to provide funds for Odyssey training travel costs for the district court rollouts.
- OSC's next meeting is scheduled on July 18th.

Judge Mitchell moved approval of OSC's recommendation that the Odyssey project team proceed with the e-filing rollout in the Fourth and Seventh contingent on the proposed order module working. Judge Knowles seconded. No further discussion. No opposition noted. Motion carried.

E-Documents Committee. Greg Ireland was not in attendance to provide a report on the E-Documents Committee.

IV. CIO Report. Mr. Prisoc reported the following:

- The Judiciary will discontinue Blackberry support at the end of June.
- JID installed a new firewall last week. He commended Pat Mente and the JID Systems Team for their hard work on this installation.
- The AOC is in the process of negotiating a new JID building lease. He would like to take more responsibility for JID's power usage.
- JID expended an unplanned \$40,000 on additional Odyssey bandwidth, statewide.
- This coming fiscal year, JID will have a special one-time appropriation from the computer enhancement fund that will allow JID to do additional bandwidth enhancements; however, it will be necessary to seek ongoing support from the Legislature.
- The meeting with the Department of Information Technology Cabinet Secretary Darryl Ackley relative to the Judiciary reducing its overall telephone expenses. AOC proposed that the AOC, the Supreme Court and the Court of Appeals in Santa Fe be a pilot site for

- Voice Over Internet (VoIP).
- LaurieAnn Trujillo will be leaving the Judiciary. He recognized and thanked Ms. Trujillo for her excellent work on the JIFFY, OSC, OJUG and the Public Access Subcommittee.

Judge Bustamante spoke of the significant cost-savings relative to VoIP at the Court of Appeals in Albuquerque.

V. Purchase Requests

Purchase of monitors/computers for Thirteenth Judicial District Court. Ted Bartz of the Thirteenth Judicial District Court (Thirteenth) respectfully requested JIFFY's permission to use their funds to purchase In-Session HP touchscreen monitors to be used by judges on the bench. The total cost would be \$11,760.

Mr. Prisoc supported the purchase by adding that the monitors had full computer processing capability and would replace the computers currently on the bench. He asked that they be used to assess the In-Session for judges' product.

Judge Knowles moved approval of the Thirteenth's purchase request. Robert Mead seconded. There was discussion relative to concerns about moving forward with parking lot items at this time in light of limited resources. Mr. Bartz noted that the monitors would be used regardless of whether or not the In-Session product was implemented. Mr. Prisoc amended his support of the purchase request contingent on absolutely no involvement of JID Staff. **Judge Bustamante asked for a show of hands for those in favor of the motion: Judge Knowles, Mr. Mead, Judge Whitaker, Judge Judith Nakamura, Judge Alan Kirk, Tobie Fouratt and Dennis Jontz. Judge Mitchell opposed the motion. Motion carried.**

Purchase of video equipment for the Seventh Judicial District Court. Mr. Prisoc reported that the Seventh requested JIFFY's approval to replace their video equipment, purchase a service contract and expand their in-court audio/visual, which would be independent of JID. Mr. Prisoc supported the request.

Judge Knowles moved approval of the Seventh's purchase request. Mr. Mead seconded. No further discussion. No opposition noted. Motion carried.

Purchase of Computer Equipment for the Court of Appeals. Judge Bustamante asked for JIFFY's approval to use the Court of Appeals vacancy savings to replace sixty-one computers to prepare for their upcoming Odyssey implementation. Their request also included the purchase of six monitors. The total cost would be \$35,000.

Mr. Mead moved approval of the Court of Appeals purchase request. Judge Knowles

seconded. No further discussion. No opposition noted. Motion carried.

VI. Review and Approval

Discussion on Computer Enhancement Fund Priorities for FY2014. Mr. Prisoc spoke of his meeting with Cabinet Secretary Ackley wherein they discussed the Judiciary's enhancement fund priorities.

Action Item: Per Judge Bustamante, JIFFY Members to email Mr. Prisoc suggestions they may have for information technology initiatives the Judiciary should request next fiscal year.

Discussion on Budget Challenges for FY2014. Mr. Prisoc underscored that JID expended all of its legislative appropriations for Odyssey and are now operating on filing fees, which was the intention; however, filing fees are falling below what was anticipated.

Discussion on the Need to Develop Records Retention Policies for Digital Records. Mr. Prisoc reported that Chief Justice Maes advised that the Judiciary needed a digital records policy. Currently, the Judiciary relies on the New Mexico State Records and Archives (NMSRA) policies.

Judge Kirk suggested that JIFFY Members view the YouTube video entitled *Social Media 2012*, which outlined the impact on society as a result of social media.

Action Item: Chief Justice Maes asked that Mr. Mead investigate if JIFFY is the appropriate body to address a digital records policy for the Judiciary. If so, Judge Bustamante asked that Mr. Mead chair a JIFFY subcommittee to address the issue.

VII. Future Meetings. There was discussion about a scheduling conflict of next month's JIFFY meeting due to Odyssey training being held at JID.

Action Item: Chief Justice Maes asked that the June JIFFY meeting be held at the Supreme Court conference room.

VIII. Additional Attachments

JIFFY Project Status Reports. No discussion was held relative to the *JIFFY Project Status Reports*, which were attached to the JIFFY agenda.

IX. Adjourn. There being no further business, Judge Bustamante adjourned the meeting at 11:20 a.m.